



# ICES CRR/TIMES Author Guidelines

January 2021



Science for sustainable seas  
[www.ices.dk](http://www.ices.dk)

**International Council for the Exploration of the Sea**  
**Conseil International pour l'Exploration de la Mer**

H. C. Andersens Boulevard 44–46

DK-1553 Copenhagen V

Denmark

Telephone (+45) 33 38 67 00

Telefax (+45) 33 93 42 15

[www.ices.dk](http://www.ices.dk)

[info@ices.dk](mailto:info@ices.dk)

Recommended format for purpose of citation:

ICES. 2021. ICES CRR/TIMES Author Guidelines, third edition. 19 pp.

© 2021 International Council for the Exploration of the Sea

This work is licensed under the Creative Commons Attribution 4.0 International License (CC BY 4.0). For citation of datasets or conditions for use of data to be included in other databases, please refer to ICES data policy.

## Contents

---

<b>1</b>	<b>Version history and record of changes .....</b>	<b>1</b>
<b>2</b>	<b>Publication process.....</b>	<b>2</b>
<b>3</b>	<b>Applying for a publication – submitting a Publication Resolution.....</b>	<b>3</b>
3.1	General instructions for all publication resolutions.....	3
3.2	Submitting proposal for two or more related publications .....	3
3.3	Submitting an update of an existing publication .....	4
3.4	Submitting a resolution for a publication that will be updated at fixed time intervals.....	4
3.5	Resubmission of a cancelled resolution.....	4
3.6	After approval of the Publication Resolution .....	4
<b>4</b>	<b>Checklist before submission .....</b>	<b>5</b>
4.1	Drafting the report in a programme other than MS Word .....	7
<b>5</b>	<b>Deadlines and publication SharePoint.....</b>	<b>6</b>
5.1	The CRR/TIMES SharePoint.....	6
5.2	Uploading revised documents.....	6
5.3	Important note .....	6
<b>6</b>	<b>Preparing a draft report with ICES template .....</b>	<b>7</b>
6.1	Establishing text structure and section hierarchy .....	7
6.1.1	Generating headers within the template.....	7
6.1.2	Generating bullet points/numbered lists within the template .....	8
6.1.3	Use of text boxes for special sections.....	8
6.1.4	Use of annexes and links to online material .....	8
6.2	Other aspects.....	9
6.2.1	Quotations .....	9
6.2.2	Acronyms .....	9
6.2.3	Glossary .....	9
6.2.4	Website addresses .....	9
6.2.5	Spelling .....	10
6.2.6	In-text referencing .....	10
<b>7</b>	<b>Figures and Tables.....</b>	<b>11</b>
7.1	Tables.....	11
7.1.1	Formatting requirements.....	11
7.1.2	Table numbers and captions .....	11
7.1.3	Footnotes .....	11
7.2	Figures.....	11
7.2.1	Formatting.....	11

7.2.2	Numbering and captions.....	12
7.2.3	Quality .....	12
7.2.4	Additional considerations for special issues (e.g. IROC).....	12
7.3	Permissions.....	12
<b>8</b>	<b>Mathematics in type .....</b>	<b>13</b>
8.1	Units of measurement.....	13
8.2	Mathematical operators .....	13
8.3	Equations .....	13
8.4	Numbers .....	13
<b>9</b>	<b>References .....</b>	<b>14</b>
9.1	Format for reference managers.....	14
9.2	In text citation.....	14
9.2.1	In-text references to specific sections/elements of published material .....	14
9.2.2	In-text references to unpublished material .....	14
9.3	Reference list .....	15
9.3.1	General rules .....	15
9.3.2	Published material reference format.....	15
9.3.3	Unpublished material.....	16
9.3.4	Electronic material.....	16
9.4	Footnotes and endnotes .....	16
<b>10</b>	<b>Author contributions.....</b>	<b>17</b>
10.1	Important .....	17
<b>11</b>	<b>Reproducing ICES work.....</b>	<b>18</b>
	<b>Annex 1: Publication resolution example .....</b>	<b>19</b>

## 1 Version history and record of changes

---

This sections outlines the major changes carried out since the last edition of this guidance, and summarizes the changes between previous editions.

Date	Edition	Record of changes
01/2021	3 <sup>rd</sup>	<p>A new Section 1 (Version history and record of changes) had been added, and subsequent sections have changed numbering.</p> <p>Section 3 (Applying for a publication – submitting a Publication Resolution) has been updated to reflect the new Publication Resolution template.</p> <p>Former Section 3.2 (Drafting the report in a programme other than MS Word) has been updated and moved to Section 6.</p> <p>Former Section 3 (IMPORTANT general considerations and checklist) has been updated and renamed Checklist before submission.</p> <p>A new Section 5.2 has been added on uploading revised documents.</p> <p>Section 11 has been updated to reflect the new publications licencing policy.</p> <p>A new Annex 1 has been added with an example of a completed publication resolution.</p> <p>Minor updates throughtout.</p>
05/2020	2 <sup>nd</sup>	<p>New section added on how to apply for a publication; minor updates throughtout.</p>
04/2019	1 <sup>st</sup>	<p>Guidelines are created</p>

## 2 Publication process

<b>DEAFT STAGE</b>	1	<b>Publication Resolution submission</b>	<p>Authors contact ICES Editor (<a href="mailto:ruth.anderson@ices.dk">ruth.anderson@ices.dk</a>), obtain the Publication Resolution template, and prepare a draft resolution</p> <p><b>Authors appoint a corresponding author</b> and submit the draft resolution to ICES Editor</p> <p>Approval by Series Editor (CRR/TIMES) and SCICOM</p> <p>Corresponding author is notified of approval by ICES Editor, provided with the CRR/TIMES template and access to CRR/TIMES SharePoint site</p>
	2	<b>Authors write report</b>	<p>If the authors are ready to submit their report before their deadline, they should contact ICES Editor approx. 2–3 months before submission to start the search for external reviewers.</p> <p><b>Max. 2 years</b></p> <p>Final report is uploaded to SharePoint and ICES Editor informed</p>
<b>REVIEW PROCESS</b> (approx. 3 – 4 MONTHS)	3	<b>External review</b>	<p>ICES Editor sends the report to external reviewers. This is a one-time revision of the scientific content by experts in the field</p> <p>Reviewed report is placed on SharePoint and authors address comments and revisions</p> <p>Revised report is uploaded to SharePoint and ICES Editor informed</p>
	4	<b>Review by CRR/TIMES Series Editor</b>	<p>ICES Editor sends report, reviewer comments and author answers to Series Editor – broader revision of the scientific content</p> <p>Reviewed report is placed on SharePoint. A back-and-forth ensues with the Series Editor while authors address revisions and comments</p> <p>Final revised report uploaded to SharePoint and ICES Editor informed</p>
	5	<b>Review by ICES Editor</b>	<p>General review of report – coherence, grammar, structure and clarity for non-experts (if relevant); initial formatting</p> <p>Revised report is placed on SharePoint. A back-and-forth ensues with ICES Editor while authors approve revisions and address comments</p> <p>Final revised report uploaded to SharePoint and ICES Editor informed</p>
	<p><b>NOTES:</b> (i) Review process times are average times, but may vary. (ii) Authors should expect revisions, at times substantial, from all stages of the revision process</p>		
	<b>FINAL</b>	6	<b>Final formatting</b>

### 3 Applying for a publication – submitting a Publication Resolution

---

#### 3.1 General instructions for all publication resolutions

Producing a Cooperative Research Report (CRR) or Techniques in Marine Environmental Science (TIMES) requires approval by SCICOM. A TIMES or CRR publication proposal can be submitted to SCICOM by means of a Publication Resolution.

**The first step:** Contact ICES Editor, Ruth Anderson ([ruth.anderson@ices.dk](mailto:ruth.anderson@ices.dk)). She will provide you with the Publication Resolution, coordinate the submission process, and provide help and advice. A filled out example of the publication resolution can be seen in Annex 1.

**Submit your Publication Resolution:** Send the finalized Publication Resolution to ICES Editor. She will coordinate all subsequent steps and inform you of any comments, possible required modifications, and the outcome of your proposal.

**The approval process:** The Publication Resolution goes through an initial review by the CRR or TIMES Series Editor, the Steering Group Chair, the Chair of Science Impact and Publications Group, and, if necessary, the SCICOM or ACOM Chair. Once the authors have responded to any comments, the resolution is presented to SCICOM for final approval, with input from ACOM when relevant. This final step can take place through the Resolutions Forum or at one of the SCICOM meetings (in March and September). When approved through the resolutions forum, a typical time-frame between submission and final approval is 2 weeks. The timeline when approved through a SCICOM meeting will depend on how far ahead of the meetings the resolution is submitted.

**Strong recommendation:** Once the Publication Resolution is approved there is a strict 2-year deadline for submitting the final report. To avoid running into time constraints, we strongly recommend that the authors fulfil the following points before submitting a Publication Resolution:

- Ensure that all necessary data has been collected, processed and is in the required format for publication.
- Prepare an outline of the report, detailing which sections will be included, a brief summary of the content of each section, and who will author them.
- Draft a realistic timeline for writing the individual sections, collating the full report, and conducting internal revisions.
- Ensure that both the outline of the report and the timeline have been agreed to by all authors involved.

#### 3.2 Submitting proposal for two or more related publications

If an expert group wants to submit two or more related publications on a given topic (e.g. a review on existing methods for process X as a CRR, and a detailed manual as a TIMES) a separate Publication Resolution should be submitted for each publication. They do not need to be submitted simultaneously, but please include in the field '**Additional comments**' in each Publication Resolution a note on the planned content of the other publication/s, the '**unique identifier**' of the other publications/s if they have already been approved, and a brief justification on why two or more publications are needed.

### 3.3 Submitting an update of an existing publication

Please note in the in the field '**Additional comments**' in the Publication Resolution which publication is being updated (e.g. TIMES 62, <https://doi.org/xxx>), a brief description of the changes with respect to the original version, and a justification on why the update is necessary.

### 3.4 Submitting a resolution for a publication that will be updated at fixed time intervals

A resolution can be submitted for a publication that will updated at fixed time intervals. If approved, the updates can be submitted at the set deadlines to ICES Editor without requiring submission of a new publication resolution for each update. The minimum possible time interval between updates is 1 year, and a recommended time interval for updates is 2-3 years (shorter time intervals than 2 years are hard to maintain in the long run). Please note that this option is reserved **ONLY** for publications with fixed update intervals (e.g., updates will be published exactly in May 2022, May 2025, May 2028,...). For less regular updates, please see section 3.2.

When submitting the resolution the authors should include the following text in the field '**Additional comments**' in the Publication Resolution: "This publication will be updated at regular intervals. 'EG name' commits to submitting the first version of the [document type e.g. survey protocol] for publication by 'Date', and updating thereafter every X years. If at the end of any given X year period no update is required, 'EG name' will notify the ICES Editorial office. ICES Editorial office will also be notified if the regular update of the [document type e.g. survey protocol] is discontinued."

Failure to provide an updated version or otherwise contact the ICES Editorial office by the deadline in any given term will result in the automatic cancellation of the resolution.

All active resolutions for publications that are updated at fixed time intervals will be reviewed and approved for continuation by SCICOM at least once every 5 years. This constitutes a revision of existing resolutions (i.e. the authors will not be required to draft a new resolution for this evaluation). SIPG and ACOM will be consulted as appropriate during this review.

### 3.5 Resubmission of a cancelled resolution

Please include in the field '**Additional comments**' in the Publication Resolution a brief paragraph stating the Publication Resolution number or '**unique identifier**' of the original resolution (this information can be provided by ICES editor if it is missing), a brief explanation of why it was cancelled, and details of any changes made in the new resolution.

### 3.6 After approval of the Publication Resolution

Once the publication proposal has been approved, ICES Editor will send you the CRR or TIMES publication template where you can draft your report, and the link to your Publication Sharepoint site (see Section 5). The following sections of this guideline provide information on using the ICES Sharepoint, drafting the report with the ICES template in MS Word, and formatting details.



## 4 Checklist before submission

---

### Figures and tables (Section 7)

- Are all figures of sufficient quality?
- Is all the text within the figures readable? Can all details be properly distinguished?
- Can all the figures be printed in black and white? This includes annex figures.
- Do the figures collectively have a uniform and professional appearance? This has a strong impact on how a report is perceived, so please invest some time in this step.
- Are all tables provided in MS Word or Excel format? This includes annex tables. Tables provided as a PDF or image are not acceptable.
- For all figures/tables from external sources: Is the source clearly cited in the caption? And have you obtained permission to reproduce them?
- Are all figures and tables cited in the text? And are all the figure and table references within the text correct?
- Do all figures and tables fit within the template margins?

### Equations and chemical formulas (Section 8.3)

- Are all equations correct?
- Are all equations cited in the text? And are all references within the text to equation numbers correct?
- Are all symbols and abbreviations described immediately after the formula?
- If a tool other than the MS Word equation tool is used for equations or formulas it should be compatible in size and appearance with the Word font used in the report.

### Sections and subsections of the text (Section 6.2)

- Are all headers concise and clear?
- Are all references within the text to sections/subsection numbers correct?
- Are all subsections necessary? Could bulletpoints be used instead?

### Internet links and cross-references (Section 9.3.4)

- Do all links work and lead to the right place?
- Have the authors included when the website was last accessed? This is important since the information contained may change and no longer reflect the authors' intended message.

### References (Section 9.3)

- Is there one final reference list for the whole report? Has it been refreshed after the various chapters were collated?
- Is the reference list formatted to the ICES Style?
- Have you made sure there are no references to unpublished material or confidential material with restricted access?
- Can all references cited in the text be found in the reference list?
- Do all references have DOIs?

## 5 Deadlines and publication SharePoint

---

There is a strict **2-year deadline** for submitting the CRR/TIMES final draft for review.

### 5.1 The CRR/TIMES SharePoint

Once the resolution has been approved the authors are given access to a specific SharePoint folder for their report. The site serves as a platform to share the most recent version of the report and collect original figures, tables, and any other documentation relevant to the report. This SharePoint site can be accessed by the corresponding author, the Series Editor, and ICES Editor. Access requires your ICES username and password. If you do not have one, contact ICES Editor.

Authors are requested to designate **one corresponding author**, who will communicate with ICES Editor and be in charge of uploading/downloading the report from the SharePoint folder.

If the corresponding author is not familiar with SharePoint, please contact ICES Editor for instructions. The same applies to any other author who will need access to the SharePoint folder, e.g. to view or download specific files. Very briefly:

- To edit, the document must be “checked out” by a user.
- When “checked out”, other users can view the document but not edit it. Please note that the “checked out” user’s changes cannot be seen by others until this user has checked the document back in.
- To upload a document, drag and drop to the folder and confirm the upload by checking it in.

### 5.2 Uploading revised documents

When responding to revisions, please hand-in:

- A version of the report with tracked changes.
- A ‘clean’ version of the report
- A separate summary of major changes. If the authors have decided not to conduct a given change, please note why in this document or as a comment within the report.

### 5.3 Important note

ICES Editor will provide each report with a short name that will be used throughout on the Sharepoint folder and as a header for any e-mail correspondence. The initial submitted report should receive this name (e.g. CRR\_diadromous fish). The report should retain this name throughout the publication process, followed ONLY by very simple version descriptors (e.g. CRR\_diadromous fish\_revised authors). When communicating with ICES Editor, please do not include internal version numbers or file names such as CRR\_xyz\_final, or CRR\_xyz\_final\_final\_this time it’s really final.

## 6 Preparing a draft report with ICES template

---

The following sections outline the formatting points that authors need to consider while preparing a CRR/TIMES draft report.

The ICES template will be provided to the authors to draft their CRR/TIMES report. The template will automatically provide basic formatting (e.g., font type, font size, and margins). The authors do not need to spend further time on general formatting details. Those will be carried out by the editorial team at ICES during the copy-editing process.

If authors require specific style details not found here, they can contact ICES Editor ([editor@ices.dk](mailto:editor@ices.dk)) or consult the more detailed ICES Style Guide (primarily meant for editors), and ICES Word list, which can be found at ICES Publications website:

<https://www.ices.dk/Science/publications/Pages/Home.aspx>

### Important notes:

- i) CRR/TIMES length – There is no set length to either type of report, but conciseness is encouraged. For reference: TIMES reports are typically 10–50 pages long, while CRR reports are typically 30–200 pages.
- ii) CRR/TIMES reports may have a broad audience. Reports should be written clearly and simply, taking into account non-expert readers, if relevant, and readers whose first language is not English.
- iii) On occasion, add-ins in MS Word from e.g. reference managers, can override ICES template and the commands below won't work. If this occurs, contact ICES Editor for help, or do a rough formatting and leave a comment for ICES Editor so we can finalize the formatting in-house.

### 6.1 Drafting the report in a programme other than MS Word

Please note that the authors must hand in their report in MS Word format and in the provided template, unless agreed otherwise with ICES Editor.

If drafting the report in a word processing program other than MS Word it is the authors' responsibility to check that (i) the conversion to MS Word has not introduced errors into the final document; and (ii) all figures and tables fit within the page margins provided by the template.

### 6.2 Establishing text structure and section hierarchy

The structure of the text and its division into sections/subsections is decided by the authors. However, some general recommendations:

- Where possible, limit the number of subsections to the 4th level (e.g. section 1.1.2.3) or preferably the 3rd level (e.g. section 1.1.2).
- If subsections are small, consider whether bullet points/numbered lists could be used instead.

#### 6.2.1 Generating headers within the template

**Numbered section headers**, which appear in the table of contents, can be generated with automatic formatting through the following commands:

Alt+1: 1st level (Section 1)

Alt+2: 2nd level (Section 1.1)

Alt+3: 3rd level (Section 1.1.1), ....

**Unnumbered section headers**, which appear in the table of contents, can be generated with automatic formatting through the following commands:

Alt Gr+1: 1st level (Section 1)

Alt Gr+2: 2nd level (Section 1.1)

Alt Gr+3: 3rd level (Section 1.1.1), .....

**Unnumbered section headers** that do not appear in the table of contents, should be formatted by the authors:

Font: Calibri (bold); Font size: 20 not bold for level 1 (Section 1), 16 bold for level 2 (Section 1.1), 14 bold for level 3 (Section 1.1.1), 12 bold for level 4 (Section 1.1.1.1); Left alignment; Spacing 12 before and after

### 6.2.2 Generating bullet points/numbered lists within the template

Numbered lists – three styles:

- Roman numerals (i, ii, iii,...) – **Alt+i** or go to the ICES report tab in the template and select “Roman list”
- Letters (a, b, c, ...) – **Alt+a** or go to the ICES report tab in the template and select “Letter list”
- Numbered lists (1, 2, 3,...) – **Alt+1** or go to the ICES report tab in the template and select “Number list”. This type of list can be made hierarchical (1, 1.1, 1.1.1, ...)

Bullet points – **Alt+b**. If not using the template command the bullet should always be a black circle (•)

### 6.2.3 Use of text boxes for special sections

It is possible to highlight special sections in CRR/TIMES reports, e.g. through the use of text boxes. This includes among others:

- Summary boxes or conclusion boxes at the beginning or end of sections, respectively. This can be a useful feature for the reader in very long reports.
- Worked examples, e.g. to explain in detail a statistical procedure.
- Information boxes, e.g. to explain important concepts without overloading the text.

Example boxes with the recommended formatting are included within the template.

### 6.2.4 Use of annexes and links to online material

ICES encourages the use of annexes to provide material that is useful for the author, but would unnecessarily clutter the main body of the text. Examples are:

- Very large tables;
- Templates for data collection in the field;
- Detailed protocols in CRRs.

Likewise, the authors can use links to online material that guide readers to more detailed explanations (see subsequent section for details). This can be relevant for e.g. complex statistical procedures.

## 6.3 Other aspects

### 6.3.1 Quotations

Direct quotations should be marked by double quotation marks (“...”), not italicized, and clearly cited. The text must be identical to the original, but parts can be omitted if marked by (...)

*Example:*

*Original text:* On 7 April 1982, the Convention on the Conservation of Antarctic Marine Living Resources (CAMLR Convention) came into force after discussions began in 1975 between parties of the then-current Antarctic Treaty to limit large-scale exploitation of krill by commercial fisheries.

*Quoted text:* "... the Convention on the Conservation of Antarctic Marine Living Resources ... came into force ... to limit large-scale exploitation of krill by commercial fisheries."

Double quotation marks are also used when referring to specific titles.

*Example:* A four-day conference, “Our Common Future Under Climate Change”, was held 7–10 July.

### 6.3.2 Acronyms

All acronyms should be spelled out in full on first mention in a text. This includes ICES expert groups, symposia, report series, etc., along with many other organizations names, marine areas, and scientific terms.

The authors should additionally compile an annex with a list that spells out in full all acronyms and abbreviations used in the report.

For ICES official titles, as long as the meaning is still clear, we recommend dropping full titles at subsequent mentions in the text. *Example:* the Council Steering Group on the Marine Strategy Framework Directive (CSG MSFD), could be CSG MSFD on second mention and “the steering group” in later mentions, provided it is clear what is referred to.

### 6.3.3 Glossary

If the CRR/TIMES contains many technical terms and is aimed partly or fully at non-experts, we recommend the authors include a glossary, with concise definitions of each term. This glossary should be at the end of the text (e.g. as an annex).

### 6.3.4 Website addresses

Website addresses should be included in full as a footnote in the same page, or as a reference in the reference list. In both cases, information should be provided on when the website was last accessed by the authors.

Entries to the reference list should be formatted as:

Author. Year. The title of the specific page or report in italics, the full website address including http:// in brackets, and the access date.

E.g. ICES. 1950. *ICES Herring Atlas: Fisheries of the North-Eastern Atlantic (Fishing Ground, Landing Ports and Quality;*

<http://ipaper.ipapercms.dk/ICESPublications/HerringAtlas/HerringAtlas1951/>). Last accessed 1 May 2015.

Footnotes will be formatted automatically by the template:

<sup>1</sup><http://ipaper.ipapercms.dk/ICESPublications/HerringAtlas/HerringAtlas1951/>. Last accessed 1 May 2015.

### **6.3.5 Spelling**

ICES uses British spelling for correction. See also ICES Style Guide and ICES Word list. <https://www.ices.dk/Science/publications/Pages/Home.aspx>

### **6.3.6 In-text referencing**

When referring to other sections within the text, be specific. *Example:* (Section 2.5, or next paragraph) and NOT (text above, text below, following text,...)

## 7 Figures and Tables

---

### 7.1 Tables

Tables should be provided embedded in the text in a format that is easy to edit in MS Word. The preferred format is a table generated in MS Word.

#### 7.1.1 Formatting requirements

- Both portrait and landscape tables are acceptable. Preferably the table size should adjust to one or the other.
- Headers should be concise. Font: Palatino Linotype 8.5 bold and left-aligned.
- Data within tables should be aligned consistently so it is easy to read. Font: Palatino Linotype 8.5.
- Insert a non-breaking space (Ctrl + Shift + spacebar) to separate thousands in four-digit and larger numbers e.g. 10 000. Do not insert full stops or commas.
- Always use numerical figures for units of measurements and insert a non-breaking space (Ctrl + Shift + spacebar) between the number and the unit of measurement: 5 kg; 10 l, 355 cm.

#### 7.1.2 Table numbers and captions

These should appear above the table. Table numbering is sequential and related to the main section in which it appears.

*Example:* Section 1: Table 1.1, Table 1.2,... ; Section 2: Table 2.1,.....

Note: the number should refer only to the main section it appears in – Example: **Table 1 in section 2.3 will be Table 2.1 and NOT Table 2.3.1**

When citing in the text the word “Table” should be capitalized, with a non-breaking space inserted between “Table” and the table number (Ctrl + Shift + spacebar).

#### 7.1.3 Footnotes

These can be used if there is information specific to a cell.

### 7.2 Figures

Figures can be embedded in the text or provided as vectorized pdf or eps files.

Please note that high quality figures must be provided upon submission.

#### 7.2.1 Formatting

ICES allows the authors to present figures in their own selected style. However, we very strongly emphasize the importance of figures being overall uniform in their style and presentation. It significantly impacts how professionally a report is perceived.

##### **Formatting requirements:**

- Maximum size: 235 × 135 mm (preferably the caption should fit on the same page as the figure).
- Lines in the figures should be 1 pt black.
- We encourage the use of colour figures. However, figures must be understandable if printed in black and white, and, where possible, consideration should be given to colour-blind readers (e.g. we recommend not using red and green as contrast colours)

- Labelling of the axes should be in lower-case type, with the first letter capitalized and no full stop. The same font type and size should be used in all figures. Suggested font: Calibri 10, bold.
- All text within the figure must legible and the amount of text should be restricted as far as possible. Suggested font: Calibri 9, not bold.
- A clear figure legend must be included either in the figure or in the caption text if more than one type of line/symbol is used. Suggested font if included in the figure: Calibri 9, not bold.
- Do not use a hyphen within figures; instead, use the true minus sign (Go to: Insert > More symbols > minus sign).
- Scale bars should be used in images, where relevant, rather than magnification factors.
- Insert a non-breaking space (Ctrl + Shift + spacebar) to separate thousands in four-digit and larger numbers e.g. 1 000, 10 000. Do not insert full stops or commas.

### 7.2.2 Numbering and captions

Figure numbers and captions should appear below the image. Figure numbering is sequential and related to the main section in which it appears.

*Example:* Section 1: Figure 1.1, Figure 1.2,... ; Section 2: Figure 2.1., ...

Note: the number should refer only to the main section it appears in – Example: **Figure 1 in Section 2.3 will be Figure 2.1 and NOT Figure 2.3.1**

Multi-panel figures should be clearly labelled.

*Example:* Figure 1, panels A, B, and C

When citing in the text the word “Figure” should be capitalized, with a non-breaking space inserted between “Figure” and the figure number (Ctrl + Shift + spacebar).

### 7.2.3 Quality

Figures must be clear, with legible writing, and have a minimum dpi of 300. To check image quality, zoom in to 200% and see whether the image appears pixelated/fuzzy.

If you cannot obtain an image with better quality, please consider whether it is necessary or whether a higher quality alternative could be found.

### 7.2.4 Additional considerations for special issues (e.g. IROC)

For publication in a special issue where a more formal formatting and copy-editing process is performed, vectorized figures must be provided in .eps or .pdf format. ICES Editor will inform you at the start of the process whether your report is a special issue.

## 7.3 Permissions

It is important to ensure that permission has been granted for the use of any third party images, tables, or other material in a document.

A full reference or source for the photo/figure must be provided if the image has not been created by the authors themselves or if it has been previously published in another publication.

Permission is required even when the original figure has been modified.



## 8 Mathematics in type

---

### 8.1 Units of measurement

ICES uses the metric system exclusively for units of measurement.

Use numerical figures for units of measurements and insert a non-breaking space (Ctrl + Shift + spacebar) between the number and the unit of measurement: 5 kg; 10 l, 355 cm

Exceptions – There is no space between the figure and the sign for:

- Per cent: 10%. In addition, always write out the number and the words “per cent” at the beginning of a sentence. (e.g. “Ten per cent of the stock...”)
- Degrees: 10°C, 90°N

### 8.2 Mathematical operators

There should be a non-breaking space (Ctrl + Shift + spacebar) before and after most mathematical operators when used in a mathematical operation (+, -, <, >, =)

5 + 8 = 13

Exceptions:

- When the “+” and “-” are used to indicate a positive or negative value, there should be no space. Example: The temperature increased from -5.4°C to +2.1°C.
- There should be no spaces between figures and a “division slash”. 4/2

### 8.3 Equations

All equations should be left-justified within the text and numbered sequentially throughout the text.

*Example:*

$$K_p1_w = K_p2_w K_p1_p2 \quad (6)$$

**Always define the symbols used in the equation.**

Use parenthesis when referring to equations in the same document, e.g. Equation (1) or Equations (1)–(8). Use a non-breaking space (Ctrl + Shift + spacebar) between “Equation” and the equation number.

### 8.4 Numbers

Insert a non-breaking space (Ctrl + Shift + spacebar) to separate thousands in four-digit and larger numbers, e.g. 1 000, 10 000. Do not insert full stops or commas.

## 9 References

---

There is no limit on the number of references authors can use for CRR/TIMES, but conciseness is encouraged. There must be one reference list for the full report. Separate reference lists for each chapter are not admissible.

### 9.1 Format for reference managers

ICES uses the same Output Style as *ICES Journal of Marine Science*.

Additional notes:

- Please request the reference manager to include the DOI in the bibliography, using the format <https://doi.org/...> This saves the editorial team a lot of time during the review process since we otherwise have to introduce the DOIs manually.
- Remove the reference manager cases before submitting the final draft ms to ICES Editor for review.

If not using a reference manager output style, please format the bibliography according as specified below.

### 9.2 In text citation

Cite references in the “name, date” format. The placement of parentheses depends on usage of the reference:

The study carried out by Adams (2006) shows...

The study lays out a framework for the programme (Adams, 2006)

Multiple works by same author:

(Adams, 2006, 2009)

Two authors:

(Adams and Branson, 2009)

Multiple authors:

(Adams *et al.*, 2001)

Listing of multiple references – chronologically first, and alphabetically thereafter for references in same year. Separate with semicolon (;).

(Branson, 1999; Adams, 2001; Bertolli *et al.*, 2001; Cranz and Adams, 2005)

#### 9.2.1 In-text references to specific sections/elements of published material

Clearly state what you are referencing:

*Example:* (Table 7 in ICES, 2013) not (Table 7, ICES, 2013)

Ensure all references are listed in the bibliography.

#### 9.2.2 In-text references to unpublished material

Clearly mark as unpublished and provide a reference to the source.

*Example:* ... from an unpublished doctoral thesis (Hénard, 1978).

References should not be made to information which is not available to the public (unless it will be available in the near future, such as manuscripts in preparation). If

such references are necessary, consider a way of making this information accessible (E.g., publishing to an online platform or including in the appendixes).

### 9.3 Reference list

#### 9.3.1 General rules

- There must be only one reference list, located at the end of the draft ms. Reference lists at the end of each section are not acceptable.
- References should be ordered alphabetically first, and chronologically thereafter.
- For lead authors with multiple references in same year:
  - Adams, P. 2001...
  - Adams, P., and Branson, S. 2001...
  - Adams, P., Branson, S., and Charles, D. 2001...
- List all authors unless there are more than seven authors, in which case list the first six authors followed by *et al.*
- For surnames that contain prefixes such as “de”, “du”, “van den”, or “von” the use of capitalization should follow the author’s preference. If this is not known then ensure consistency between in-text reference and end reference.
- When citing online references, provide the URL and access date.

#### 9.3.2 Published material reference format

- Articles in journals
  - Weinberg, N. L. 1971. Ray tracing with non-linear sound velocity profiles. *Journal of the Acoustical Society of America*, 50: 101. <https://doi.org/10.1121/1.1977431>.
  - Wuillez, M., Rivoirard, J., and Fernandes, P. G. 2009. Evaluating the uncertainty of abundance estimates from acoustic surveys using geostatistical simulations. *ICES Journal of Marine Science*, 66: 1377–1383. <https://dx.doi.org/10.1093/icesjms/fsp137>.
- Books and other monographs
  - Kerr, D. E. 1988. *Propagation of Short Radio Waves*, 2nd edn. Peninsula Publishing, Los Altos, CA, USA.
  - Simrad. 2008. ER60 Scientific echo sounder software reference manual, Simrad Subsea A/S, Horten, Norway. 221 pp.
- Book sections or chapters
  - Akaike, H. 1998. Information theory and an extension of the maximum likelihood principle. *In Selected Papers of Hirotugu Akaike*, pp. 199–213. Ed. by E. Parzen, K. Tanabe, and G. Kitagawa. Springer, New York. 434 pp.
- Other published material
  - ICES advice sheet:*
  - ICES. 2017a. Pollack (*Pollachius pollachius*) in subareas 6–7 (Celtic Seas and the English Channel). *In Report of the ICES Advisory Committee, 2017. ICES Advice 2017, pol.27.67.* <https://doi.org/10.17895/ices.pub.3209>.

### 9.3.3 Unpublished material

Unpublished material can only be referenced if it can be accessed by the reader (i.e. it is available online or upon request, and is not password-restricted; articles behind a pay-wall are acceptable), or will soon be accessible.

*Example 1* – an unpublished doctoral thesis

Hénard, D. 1978. Production primaire d'une lagune méditerranéenne – Etang de Thau (Hérault) – année 1976. Thèse Académie de Montpellier, Université des Sciences et Techniques du Languedoc. 85 pp.

*Example 2* – Reference to an unpublished report from a meeting yet to be held:

ICES. 2016. Sandeel in Division 3.a and Subarea 4. Available at ICES online library as Section 11 of the coming Report of the Herring Assessment Working Group for the Area South of 62°N (HAWG), 29 March–7 April 2016, ICES HQ, Denmark. ICES CM 2016/ACOM:07.

*Example 3* – Journal articles, book chapters or books that are in press

Smith, N.L. In press. Effect of offshore windmills on sea bird flight. ICES Journal of Marine Science. Doi No. (if available)

### 9.3.4 Electronic material

Include URL and date accessed.

## 9.4 Footnotes and endnotes

ICES style prefers footnotes to endnotes.

Footnotes should be numbered sequentially throughout the document.

## 10 Author contributions

---

The names of the editors and authors will appear on the title page (not the front cover) of CRR/TIMES reports. However, this is subject to space constraints. When many authors have contributed (ca. more than 8 authors), please restrict this information to only the names of the editors or major contributing authors. Other authors can be listed in the section detailed below. How this is organized is decided by the authors.

Authors of specific sections can be listed under the section title.

Include a section at the end of the draft ms which lists all authors, their specific contributions to the report (if relevant), and their affiliations. The affiliations should include institutional address, and an e-mail address.

If the authors want to, they can mark who the corresponding author is.

If one of the authors knows that they may be changing affiliation, please also provide an e-mail address where they can still be reached if and when their affiliation changes (e.g. a “private” rather than an institutional e-mail address).

### 10.1 Important

Please note that by submitting the report for publication by ICES, the authors consent to have the provided contact details published (name, e-mail, and institutional affiliation). ICES policy concerning the gathering and use of information are detailed in the privacy statements on the website

<https://www.ices.dk/Science/publications/Pages/Home.aspx>

## 11 Reproducing ICES work

---

ICES work may be reused using the recommended citation. Publications dated on from 2021 are licenced under a Creative Commons Attribution 4.0 International licence (CC-BY 4.0). For publications prior to 2021, commercial use is not allowed.

ICES may only grant usage rights of information, data, images, graphs, etc. of which it has ownership. For other third-party material in our reports, you must contact the original copyright holder for permission. For citation of datasets or use of data to be included in other databases, please refer to the latest ICES data policy on ICES website.

<https://www.ices.dk/data/guidelines-and-policy/Pages/ICES-data-policy.aspx>

For other reproduction requests please contact ICES Editor.

## Annex 1: Publication resolution example

### Resolution Form: Publication

Review the ICES CRR/TIMES Author Guidelines before submitting this resolution form. Once approved, all resolution information on this form will be publicly available on the ICES website.



<b>Resolution Term (yyyy-mm-dd)</b>	
Select a 2-year term. Start date is the submission date of this resolution. End date is two years after the start date. Note that there is a strict two-year deadline for submitting the final draft for review upon approval of this resolution.	
<b>Start Date:</b> 2021-01-01	<b>End Date:</b> 2022-12-31

<b>Publication Title (max 280 characters)</b>
Effects of climate variation and change on marine food webs

<b>Publication Type (select one)</b>
Cooperative Research Report (CRR)

<b>Publication Editor(s) or Corresponding Author(s) (max 5)</b>			
Do not include a comprehensive list of all authors.			
<b>Full Name</b>	<b>Institute</b>	<b>Email</b>	<b>Country</b>
An Other	IEO	an.other@ie.es	Spain
An Other	IMR	an.other@imr.no	Norway

<b>Anticipated Submission Date (yyyy-mm-dd)</b>	<b>Estimated Number of Pages</b>
2022-06-01	150

<b>Abstract (max 1500 characters)</b>
Climate variation and change are modifying the variety, quantity, and distribution of marine life. These modifications are driven by physical, chemical, and biological processes. This Cooperative Research Report (CRR) will focus on the relative and interacting roles of changes in the abiotic and biotic environment on the structure and function of marine food webs in the Mediterranean, Bay of Biscay, Celtic Sea, North Sea, Norwegian Sea and central Arctic Ocean. For each region, empirical evidence for climate effects on the food webs will be described and food web and ecosystem models will be used to identify the potential roles of physiological responses and food web interactions in accounting for change. This CRR will summarize the state of the art in analyses of climate effects on food webs and synthesize the work developed by several expert groups and institutes, including analyses that have been conducted by the ICES expert groups on "Food Web Dynamics" (WGFWD) and "Ecological Effects of Climate Change" (WGEECC) in collaboration with partners, including North Pacific Marine Science Organization (PICES) and the Arctic Monitoring and Assessment Programme (AMAP).

<b>Acronym(s) of ICES Expert Groups, Strategic Initiatives, Steering Groups, Operational Groups, and Other Groups Producing this Publication</b>
WGFWD, WGEECC

<b>In addition to this resolution, a draft outline of the publication should be submitted to editor@ices.dk.</b>
--

## General Information

### Resolution Status (select one)

**New resolution**

This resolution has not been previously approved by the Advisory Committee (ACOM), Science Committee (SCICOM), and/or ICES Council.

**Amendment to an approved resolution**

This is a change to a currently active resolution that has been previously approved. Common amendments include changes to editors or corresponding authors, and term extensions following unavoidable delays.

### One-Sentence Summary (max 280 characters)

Describe the central purpose of this resolution written for non-experts for use on the ICES website and social media. Use active voice, plain language with simple words that convey meaning, and avoid jargon.

ICES Cooperative Research Report focusing on the effects of climate variation and change on marine food webs

### ICES Advisory Plan Priorities (select up to two if relevant to this resolution)

**Priority 1:** Choose an item.

**Priority 2:** Choose an item.

### ICES Science Plan Priorities (select up to two if relevant to this resolution)

**Priority 1:** Ecosystem science

**Priority 2:** Choose an item.

### Additional Comments (if required, max 500 characters)

Restrict comments to those that are required to understand and review this resolution and for which there is no existing box on the form (e.g., request for a special resolution term duration).

The lead authors for this report have both received institutional support to commit time to writing and editing the proposed CRR.

### Geographic Focus (select one or more)

**Non-geospecific**

Select non-geospecific when the resolution is not closely focused on a specific geographic region (e.g., publication focused on techniques or processes).

### ICES Ecoregions and Adjacent Ecoregions

- Adriatic Sea
- Aegean-Levantine Sea
- Arctic Ocean
- Atlantic, Northeast (FAO area 27)
- Azores
- Baltic Sea
- Barents Sea
- Bay of Biscay and the Iberian Coast
- Black Sea
- Celtic Seas
- Faroes
- Greater North Sea
- Greenland Sea
- Icelandic Waters
- Ionian Sea and the Central Mediterranean Sea
- Norwegian Sea
- Oceanic Northeast Atlantic
- Western Mediterranean Sea

### Areas outside ICES Ecoregions and Adjacent Ecoregions

- Arctic Sea (FAO area 18)
- Atlantic, Antarctic (FAO area 48)
- Atlantic, Eastern Central (FAO area 34)
- Atlantic, Northwest (FAO area 21)
- Atlantic, Southeast (FAO area 47)
- Atlantic, Southwest (FAO area 41)
- Atlantic, Western Central (FAO area 31)
- Indian Ocean, Antarctic and Southern (FAO area 58)
- Indian Ocean, Eastern (FAO area 57)
- Indian Ocean, Western (FAO area 51)
- Mediterranean and Black Sea (FAO area 37)
- Pacific, Antarctic (FAO area 88)
- Pacific, Eastern Central (FAO area 77)
- Pacific, Northeast (FAO area 67)
- Pacific, Northwest (FAO area 61)
- Pacific, Southeast (FAO area 87)
- Pacific, Southwest (FAO area 81)
- Pacific, Western Central (FAO area 71)



**Close Links to Other Organisations (if relevant)**  
 Select scientific cooperation, agreements, partnerships, and other close links from the list below. Other links can be specified at the bottom of this table, but restrict your list to pertinent organisations that are closely associated with this resolution.

**No close links to other organisations**

<p><b>United Nations Organisations and Programmes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> European Inland Fisheries and Aquaculture Advisory Commission (EIFAAC)</li> <li><input type="checkbox"/> Food and Agriculture Organization of the United Nations (FAO)</li> <li><input type="checkbox"/> International Maritime Organization (IMO)</li> <li><input type="checkbox"/> International Sea bed Authority (ISA)</li> <li><input type="checkbox"/> Secretariat of the Convention on Biological Diversity (CBD)</li> <li><input type="checkbox"/> UN Environment (UNEP)</li> <li><input type="checkbox"/> UN Education, Scientific, and Cultural Organization – Intergovernmental Oceanographic Commission (UNESCO-IOC)</li> </ul>
<p><b>European Commission and its Agencies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> European Commission (EC)</li> <li><input type="checkbox"/> European Environment Agency (EEA)</li> <li><input type="checkbox"/> European Fisheries Control Agency (EFCA)</li> <li><input type="checkbox"/> Joint Research Council (JRC)</li> <li><input type="checkbox"/> Regional Coordination Groups (RCGs)</li> <li><input type="checkbox"/> Statistical Office of the European Communities (EUROSTAT)</li> </ul>
<p><b>Regional Fisheries Organisations and Management Organisations (RFOs/RFMOs)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General Fisheries Commission in the Mediterranean (GFCM)</li> <li><input type="checkbox"/> International Commission for the Conservation of Atlantic Tunas (ICCAT)</li> <li><input type="checkbox"/> North Atlantic Salmon Conservation Organization (NASCO)</li> <li><input type="checkbox"/> North East Atlantic Fisheries Commission (NEAFC)</li> <li><input type="checkbox"/> Northwest Atlantic Fisheries Organization (NAFO)</li> </ul>
<p><b>Regional Sea Conventions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baltic Marine Environment Protection Commission (HELCOM)</li> <li><input checked="" type="checkbox"/> Convention for the Protection of the marine Environment of the North-East Atlantic (OSPAR)</li> </ul>
<p><b>Arctic Networks</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Arctic Monitoring and Assessment Programme (AMAP)</li> <li><input type="checkbox"/> Conservation of Arctic Flora and Fauna (CAFF)</li> <li><input checked="" type="checkbox"/> International Arctic Science Committee (IASC)</li> <li><input type="checkbox"/> Protection of the Arctic Marine Environment Working Group (PAME)</li> </ul>
<p><b>Scientific Intergovernmental Organisations (IGOs)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Mediterranean Science Commission (CIESM)</li> <li><input type="checkbox"/> North Atlantic Marine Mammal Commission (NAMMCO)</li> <li><input type="checkbox"/> North Pacific Marine Science Organization (PICES)</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> European Aquaculture Society (EAS)</li> <li><input type="checkbox"/> Integrated Marine Biosphere Research project (IMBeR)</li> </ul>

<b>Other Organisations(s) not listed above (if relevant)</b>	

**ICES Secretariat to complete the information below****Unique Identifier**Include the auto-generated identifier when the approved resolution is added to the resolution database.**Resolution Parent (select one)**

Publications should generally select SCICOM.

SCICOM

**Professional Officer (if relevant)****Supporting Officer (if relevant)****Secretariat Comments (max 500 characters)**

Only include essential comments that can be made public and must stay with the resolution.